Chapter 6

Retrieving Records

Chapter Overview

Introduction   There are a number of different ways to retrieve and view data in the modern DCPDS. The search capabilities allow you to quickly and easily:

- Display a specific record or group of records you need to work with.

- Look up information online, for example, to respond to an inquiry.

- Find and enter values into specific data fields.

You can search for information without having to use a complex query language. You can search by a single letter, word, group of characters, or just about anything else. And, you can find out how much information is available that matches your criteria <u>before</u> running the search to save computer time and your time if the search would yield too big a response (this feature is available only when using *Query-by-Example)*.

Chapter Contents

See Also   Module 1, Fundamentals of the Modern DCPDS
        Chapter 3, Navigating the Modern DCPDS,
               Section, Main Menu Bar, <u>Q</u>uery Menu, and <u>G</u>o Menu
               Section, Navigating Within a Window
               Section, List of Values
        Chapter 5, Updating and Viewing the Employee Record,
               Section, Flexfields
        Chapter 8, Reports

Chapter Overview, Continued

Term

Query – *Query* is used interchangeably with *search* to describe the retrieval of records or data.

Query Menu and Go Menu

The **Query** menu is used to retrieve records and the **Go** menu is used to navigate between records. Both menus will be referenced throughout this chapter.
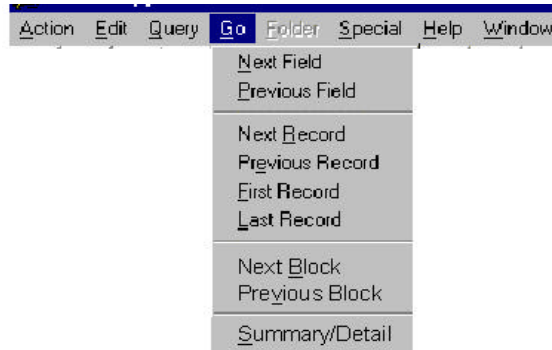

Query Menu Items

Below are the items listed in the **Query** menu and the actions you can perform with them. Keyboard shortcuts can be used to perform some of function.

Click…	To…	Keyboard Shortcut
Find…	Display the **Find** Window to retrieve records.	
Find All	Retrieve all records.	
Enter	Invoke the Enter Query mode to enter search criteria for a Query-by-Example search.	[F7]
Run	Execute a Query-by-Example search.	[F8]
Cancel	Cancel the Query-by-Example search by exiting from the Enter Query mode.	[Ctrl] + q
Show Last Criteria	Recover the search criteria used in the previous Query-by-Example search.	
Count Matching Records	Count the number of records that would be retrieved if you ran the current Query-by-Example search.	[Shift] + [F2]
Get More Records	Display the next set of records retrieved from the current Query-by-Example search.	

Main Menu Bar: **G**o Menu

Go Menu   The **G**o menu is used to navigate between data fields, records, and blocks.

To access the Go menu:

- Click **Go** on the Main Menu Bar.
  Or
- Use keyboard shortcut **[Alt] + g.**

Go Menu
Items

Below are the items listed in the **G**o menu and the actions you can perform with them. Included for many is a keyboard shortcut you can use to perform the same function without using the menu.

Click…	To…	Shortcut
Next Field	Move the cursor to the next data field.	[Tab]
Previous Field	Move the cursor to the previous data field.	[Shift] + [Tab]
Next **R**ecord	Move the cursor to the next record.	[Page Down]
Pr**e**vious Record	Move the cursor to the previous record.	[Page Up]
First Record	Move the cursor to the first record.	
Last Record	Move the cursor to the last record.	
Next **B**lock	Move the cursor to the next block.	[Ctrl] + [Page Down]
Pre**v**ious Block	Move the cursor to the previous block.	[Ctrl] + [Page Up]

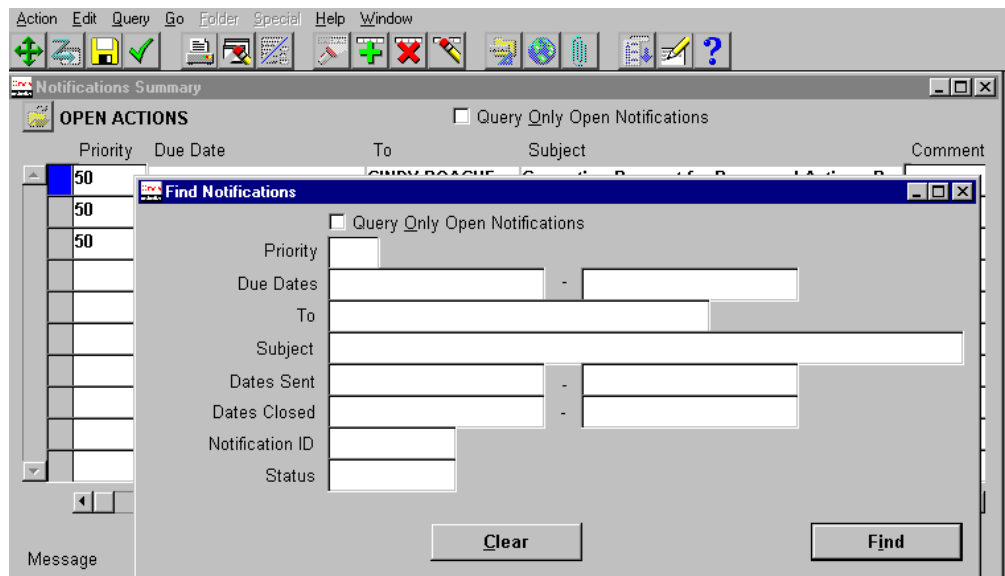# Finding Records: Query Find

Purpose   The simplest way to query (search) for records in your current block or window is to use the **Query Find** function. Query Find displays a window in which you can specify search criteria (to limit the length of the search results) or retrieve all records.

Find Window   When you click **Query** → **Find…** from the Main Menu Bar, a **Find** Window displays. A **Find** Window contains data fields for entering search criteria. These data fields are specific to the current block and often validate the search criteria you enter against a list of valid values.

Generally, a **Find** Window displays for those blocks that have multiple records, or for those blocks that can be best searched using criteria in more than one data field.

In the **Find** Window pictured here, you can search on one or more of the data fields in the **Find** Window.

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Finding Records: Query Find, Continued

Wildcard Characters

Wildcard Characters are symbols that can be used to refine your search for records. They represent characters or groups of characters. Below are the two-wildcard characters you can use and their meanings. The percent sign (%) will be most useful to you.

Wildcard Character	Meaning	Example
%	Represents any character or group of characters (including no characters).	%NAV% can represent Navy, Naval, OPNAV, and so on.
_	Represents any single character.	Product_ can represent ProductA, Product1, and so on.

◆ **Example:** If you want to retrieve all records that contain the word "Army" in a specific data field, you would enter the search criterion **%Army%** in that data field.

Using Query Find

If you want to query for records in your current block or window, you can:

- Click **Query** → **Find All** from the Main Menu Bar to retrieve all records (if there are a lot of records, you may want to avoid this).
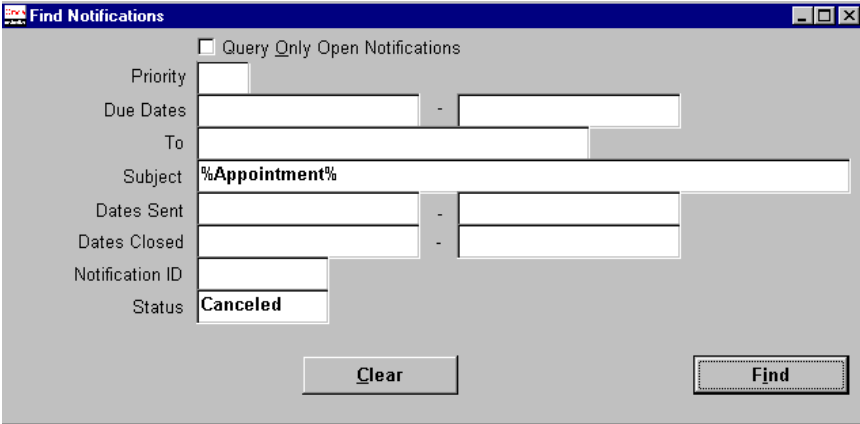
  Or

- Follow the steps below to limit your search to certain records.

Step	Action
1	Click **Query** → **Find…** from the Main Menu Bar. A **Find** Window will display. **Note:** In some cases, a **Find** Window will display automatically for blocks that have many records. This is the case when you click *People* → *Enter and Maintain* from the **Navigation List**.

Finding Records: Query Find, Continued

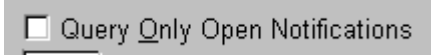**Using Query Find** (continued)

Step	Action
2	Enter your search criteria in one or more data fields. If you do not know the exact value for a data field you wish to search on, or want to retrieve multiple records with similar but not exact match criteria, you can use the percent sign (%) wildcard character.
	To search using the wildcard character, type a percent sign (%) before and/or after typing a word or string of characters you know are in the search criteria.
	Example: In this example, the wildcard character – the percent sign – is used at both sides of the word "appointment." The find results will be all actions in the user's workflow inbox that have the word "appointment" somewhere within the subject data field and that have been canceled.
	Find Notifications ☐ Query Only Open Notifications Priority Due Dates _____ - _____ To _____ Subject %Appointment% Dates Sent _____ - _____ Dates Closed _____ - _____ Notification ID _____ Status Canceled Clear Find
	Note: In some **Find** Windows, the search criteria you enter is case sensitive. If your search is not successful, try using another case; e.g., mixed case instead of upper case.

Finding Records: Query Find, Continued

Using Query Find (continued)

Step	Action
3	If the **Find** Window has any check boxes, click the checkbox if you wish to change the selection status of the option. **Example of a Check Box:** ☐ Query <u>O</u>nly Open Notifications Check boxes in **Find** Windows have two modes: • **Checked**: Records that meet this parameter will be retrieved by the query. • **Unchecked**: Only records that <u>do not</u> meet this parameter will be retrieved by the query.
4	• Click **<Find>** to execute the search. *Or* • Click **<Clear>** to clear the current search criteria so you can enter new search criteria.
5	In some **Find** Windows you will see a **<New>** button. If your search finds no matching records, you can click **<New>** to enter a new record in your current block.

Finding Records: Query-by-Example & Query Count

Purpose

Query-by-Example (known best as Query Enter) is a method to retrieve a group of records based on more sophisticated search criteria than that used with Query Find. Like Query Find, the search criteria can include specific values or phrases containing wildcard characters. In addition, however, you can use *Query Operators* to refine your search.

If you do not want to actually retrieve the records from a Query-by-Example search, but just want to know how many records match your search criteria, you can perform a *Query Count*.

Query Operators

Query Operators are symbols that can be used to refine your search for records; they provide parameters for field data that must be met in order for the record to be part of those retrieved. Below is a table of Query Operator symbols and their meanings, as well as examples of their use.

Notes:
- When using query operators, if your data field contains character or date values, you must enclose the character or date value in single quotes as shown in the example expressions.

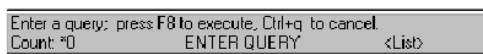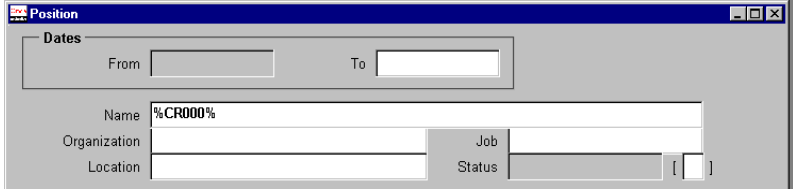- You cannot use query operators on time data fields.

Operator Symbol	Meaning	Example Expressions
=	Equal to	= 'Janet' = 107
!=	Not equal to (Is not)	!= 'Janet' != 107
>	Greater than	>99.1 > '01-JAN-93'
>=	Greater than or equal to (At least)	>= 55
<	Less than	< 1000.00
<=	Less than or equal to (At most)	<= 100
#BETWEEN	Between (and including) two values	#BETWEEN 1 and 100

Finding Records: Query-by-Example & Query Count, Continued

Running a Query-by-Example

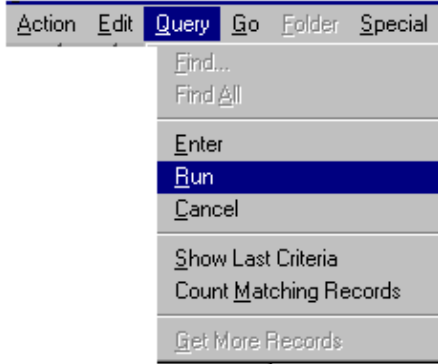Follow the steps below to perform a search for data using the Query-by-Example method.

Step	Action
1	Click **Query** → **Enter** from the Main Menu Bar. The Message Line will indicate you are in the Enter Query mode. (Or use F7.) ◆ **Example:** To run a query, click **Query Enter**. The message line will then indicate that you are in the Enter Query mode.
2	Enter your search criteria in any of the data fields, using wildcard characters and/or query operators as necessary. ◆ **Example:** **Notes:** • To retrieve all database records for a block, do not enter search criteria – go directly to the next step. • You can click **Query** → **Show Last Criteria** from the Main Menu Bar to display the search criteria used in your last search, if there was one. • In Enter Query mode, all check boxes are in a null state; although they may appear checked or not checked as a default. If you want your search criteria to include information in the check box, you must select it. Similarly, if you want your search criteria to include information not in that check box, you must ensure it is not checked.

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Finding Records: Query-by-Example & Query Count, Continued
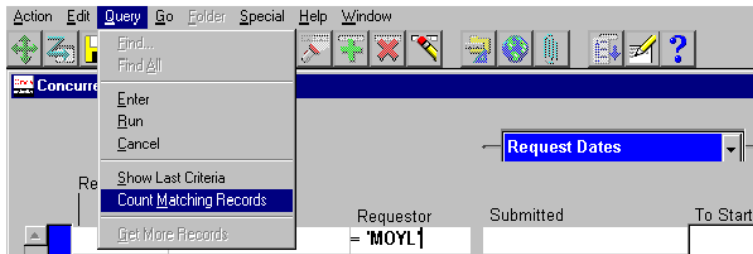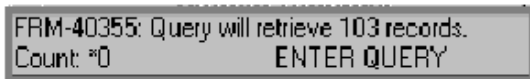
Running a Query-by-Example (continued)

Step	Action
3	Click **Query** → **Run** from the Main Menu Bar to execute the search. (Or use F8.) Action Edit Query Go Folder Special Find... Find All Enter Run Cancel Show Last Criteria Count Matching Records Get More Records
4	Click **Query** → **Cancel** from the Main Menu Bar to cancel from the Enter Query mode. (Or use [Ctrl] + q.)

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Finding Records: Query-by-Example & Query Count, Continued

Displaying a Query Count

Follow the steps below to find out how many records match your search criteria, without retrieving the records.

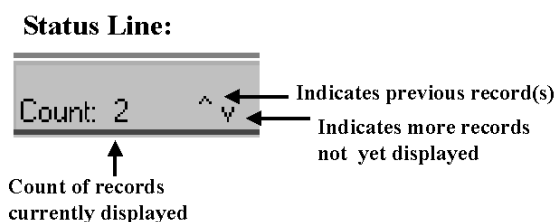| Step	Action
1	Click **Query** → **Enter** from the Main Menu Bar. The message line will indicate you are in the Enter Query mode. (Or use F7.)
2	Enter your search criteria in any of the data fields, using wildcard characters and/or query operators as necessary (see notes in step 2 of *How to Run a Query by Example*).
3	Click **Query** → **Count Matching Records** from the Main Menu Bar to display the number of records that a Query-by-Example search would retrieve. (Or use [Shift] + F2.) The Message Line will display the record count: **Note:** If you simply click **Query** → **Count Matching Records** without specifying any search criteria in the block, then the query count will display the total number of records in the database for that block.
4	If you now want to run the query to retrieve the matching records, click **Query** → **Run** from the Main Menu Bar to execute the search. (Or use F8.)
5	Click **Query** → **Cancel** from the Main Menu Bar to cancel from the Enter Query mode.

Reviewing Retrieved Records

Purpose

After you perform a search to retrieve records, you will need to navigate between the records that have been retrieved. In most cases, not all of the records retrieved will be displayed.

Status Line Display

The status line displays a count of the number of records currently displayed in the block and will also display a down symbol (**Ú**) if there are more retrieved records not yet displayed.

Once you display the next record, an up symbol (**Ù**) displays on the status line to indicate there is now a previous record you can redisplay if you choose.

◆ **Example:**

Status Line:

Count: 2   ^   Indicates previous record(s)
           v   Indicates more records
                not yet displayed

Count of records
currently displayed

Displaying Retrieved Records

• If you are in a multi-record block, you can use the scroll bar to view additional records not currently visible.

• If you are in a block that only displays one record at a time, you can use your keyboard or the **Go** menu to move between records (see table below).

Note: Each time you display another retrieved record, the count in the status line increases. After you display the last retrieved record, an asterisk (*) displays before the count to indicate that there are no more retrieved records to display.

To display…	Do this…
Next record	• Press [¯] *Or* **[Page Down]** on your keyboard *Or* • Click **Go** ® **Next Record**
Previous record	• Press [-] *Or* **[Page Up]** on your keyboard *Or* • Click **Go** ® **Previous Record**
First record	Click **Go** ® **First Record**
Last record	Click **Go** ® **Last Record**